

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0588628**
POSITION NO: 241955
POSITION TITLE: _____

DATE POSTED: **04/23/14**
CLOSING DATE: **05/07/14**

ACCOUNTING TECHNICIAN

DEPARTMENT NAME / WORKSITE: **DNR/Navajo Parks and Recreation Department/Window Rock, AZ**
WORK DAYS: Mon - Fri. REGULAR FULL TIME: ☒ GRADE/STEP: Y57A
WORK HOURS: 8am - 5pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 21,486.40 PER ANNUM
SEASONAL: ☐ DURATION : _____ \$ 10.33 PER HOUR
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Performs a variety of non-professional accounting duties that are relatively complex and demanding; independently performs a full range of the accounting practice that are well defined, standardized and detailed; assures day-to-day tasks are carried out in accordance with accounting methods and practices that are in place and practiced by the respective organization; classifies accounting transactions; maintains and reconciles accounts. Prepares reviews and processes financial documents; validates, controls, and maintains accounting transactions and accounting records involving the department's budget accounts; will assist with reconciliations of subsidiary ledgers with central general ledgers having a variety of transactions; be able to research ledgers and makes proper adjustments; assures agreement among reconciled accounts; reviews records to identify source of discrepancies and brings account into balance; abstracts financial data reflecting financial condition and operating status of department or program; closes accounts and prepares balance sheets and financial statements. Receives and reviews purchase requisitions/orders; request for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligation; maintains and makes necessary adjustments to various records; sorts documents and posts debits/credits to proper accounts; balance entries and make necessary corrections; records simple department records; answers questions/inquiries regarding work being performed; prepared forms or encodes materials for data input or record keeping; prepares or checks invoices, requisitions and other documents for processing; Assist with verifying billing statements and prepares for authorization; checks for accuracy, completeness and compliance with tribal regulations; compiles numerical and statistical information for report purposes or financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system; contacts various Nation personnel and vendors to resolve discrepancies or problems.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A high school diploma or GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years increasingly responsible booking and clerical accounting experience.

Preferred Qualifications:

- * An Associate's degree in Business Administration or Accounting
- * Proficient in Microsoft Office software or other computer applications
- * FMIS Certification, CCER user

Special Requirements:

- * Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of accounting methods and practices to accurately conduct analysis and to validate transactions including the resolution of inconsistencies; knowledge of accounting, budget preparations, financial transactions with tracking and recording budget transactions; knowledge of automated accounting practice to reconcile errors; knowledge of basic business math; bookkeeping practices and principles; knowledge of public relations/customer service principles, practice and techniques; Skills in preparing and maintaining accurate records, reports and file system; skill in understanding and following oral and written directions; in utilizing computer spreadsheet, MS Excel Software to research, maintain and update records and files; Skill in establishing cooperative work relationships with other Nation personnel, vendors and other contact personnel in the course of work.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.